

EASTERN DISTRICT OF LOUISIANA  
CMECF VERSION 5.1.1 CHANGES  
ATTORNEY GUIDE



APRIL 2012

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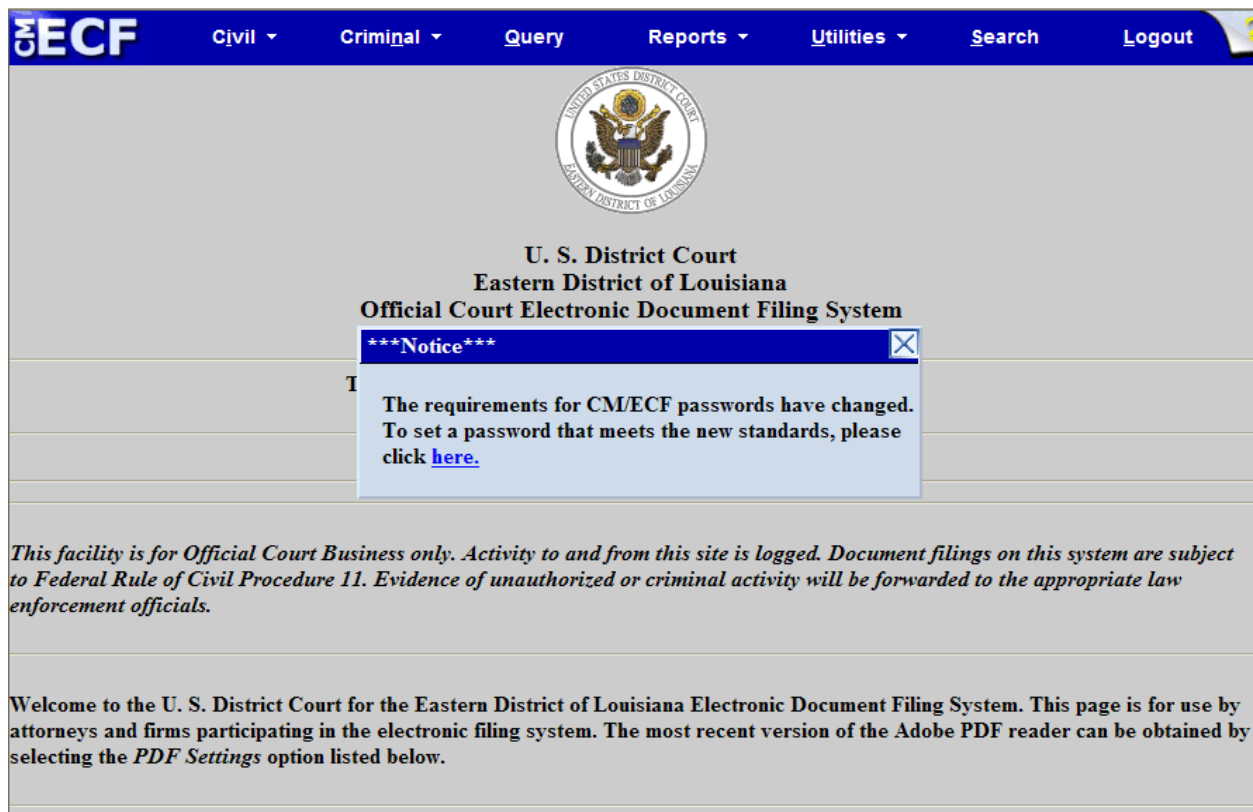
## NEW PASSWORD REQUIREMENTS

CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, \*, +).

After logging in with your current password, a pop-up message will instruct you to change your password along with a [link](#).

### IMPORTANT:

Please be sure to change your password right away. The system will continue to display the notice with each login until it is changed. Although it is possible to bypass this screen, failure to update your password may eventually result in being locked out of your account.



When you click on the **here** link in the \*\*\*Notice\*\*\* pop-up message, the following screen appears on which you will change your password and then click **Submit**.

For security purposes CM/ECF displays a string of asterisks in the Password field to mask your password. The Court cannot access your password. If you forget your password, on the login screen there is a ‘Forgot your CM/ECF password?’ link to assist you.

To change your CM/ECF password, place your cursor in the Password field, delete the asterisks and enter your new password. To comply with the new requirements, passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, \*, +).

As you enter your new password the characters will be displayed. When finished, click **Submit**.

The account update confirmation screen will be displayed. Make sure this screen is displayed. You may wish to logout and log back into CM/ECF to verify your new password has been successfully updated.

```
Updating person record...
Update Person Prid: 1619

The update was successful.... prid 1619 - Hal Attorney4

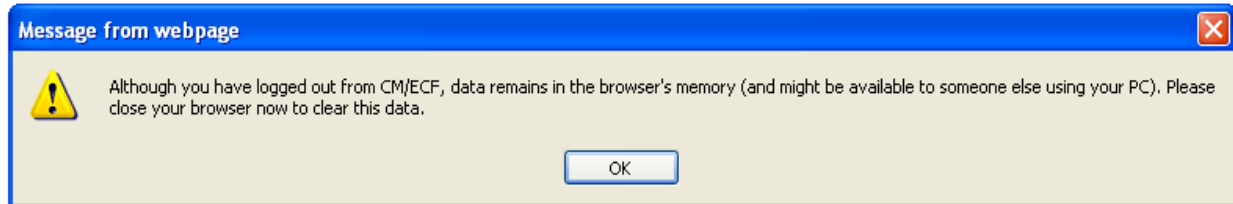
Updating user record
The user update was successful

The update was successful....

User edit complete
```

## LOGGING OUT

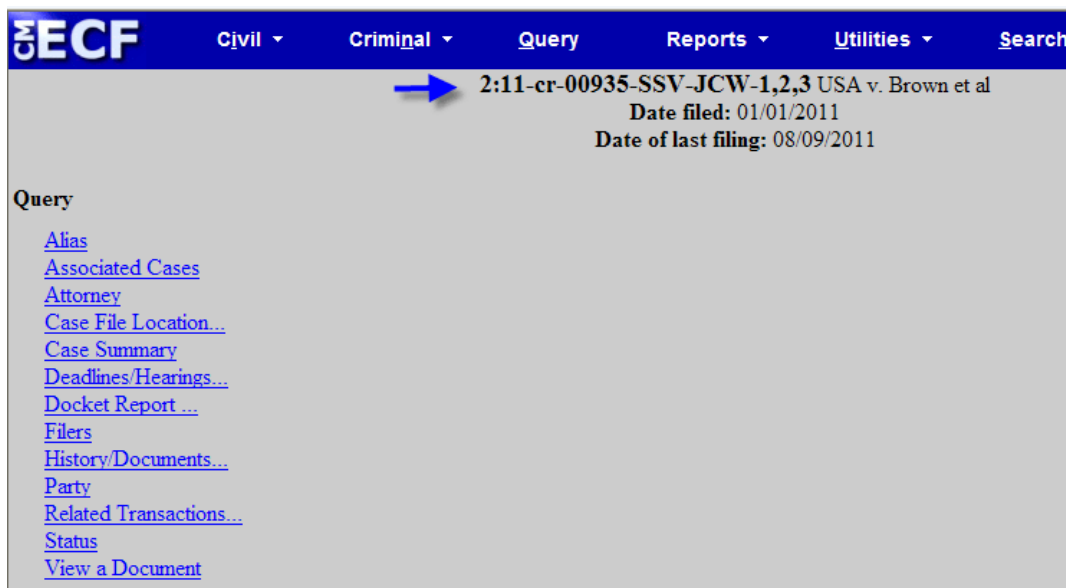
When you click **Logout** from the main blue menu bar, the following pop-up message will appear: Click OK to complete the logout.



## PACER ACCESS CHANGES


### QUERY -

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen. If all of the defendants are selected, or if the main case is selected, the words **All Defendants** will appear beside the case number in lieu of the actual defendant numbers.



When the user runs a query on a person name, that name is now included at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well (for example, **Casey Brown is party in 34 cases.**).

**Select A Case**

**Casey Brown is a party in 34 cases.** 

<a href="#">2:09-cv-05011-GTP-ALC</a>	Brown et al v. Gulf Stream Coach, Inc. et al	filed 12/28/09
<a href="#">2:09-cv-10282</a>	Adams et al v. Bechtel National Inc. et al	filed 12/28/09

Additionally, a summary of selection criteria used for the query now appears at the bottom of the case list screen. However, if the query is run on a case number alone, the summary of selection criteria will not appear.

Selection Criteria for Query	
Name Criteria	C* Brown
Name Matched	Charlie Brown
Case Status	Open
Filed Date	from 1/1/2007 to 1/1/2010

## DOCKET REPORT -

The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

**ECF** Civil Criminal Query Reports

**Docket Sheet**

Case number

☒ Filed  to

☐ Entered  to

Documents  to

**Include:**

- ☒ Parties and counsel
- ☒ Terminated parties
- ☐ List of member cases
- ☐ Links to Notices of Electronic Filing

**Document options:**

- ☒ Include headers when displaying PDF documents
- ☐ View multiple documents

**Format:**

- ☒ HTML (unpaginated)
- ☐ PDF (paginated)

Sort by: Oldest date first

Run Report

## **BANKRUPTCY APPEALS -**

On September 14, 2010, the Judicial Conference approved a recommendation from the Committee on Court Administration and Case Management to amend the policy on privacy and public access to electronic case files by restricting public access to documents in bankruptcy appeal cases filed in the district courts for bankruptcy cases filed before December 1, 2003.

All documents not flagged as written opinions, filed in cases designated as bankruptcy appeals (Natures of Suit 422 and 423) that have a case filing date prior to December 1, 2003, and a case closure date of one or more years ago, will be automatically restricted to case participants, public terminals, and court staff.

## **BILLING RECEIPT -**

The billing receipt for the Docket Activity Report now includes the following if the user selects any of these options on the selection screen: the event or category, the case flags, and whether the report was run for closed or open cases.

## **ELECTRONIC CASE FILING**

### **CASE OPENING - Nature of Suit Codes**

When electronically filing a new case, some codes in the Nature of Suit field have been discontinued. Such codes will remain on the drop-down list but the additional wording in caps 'DISCONTINUED...' is an indication that it should not be chosen, as shown below.

444 (Civil Rights: Welfare (DISCONTINUED AFTER 1/1/2012))
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### **DOCKET EVENTS -**

There is a new civil motion event - Motion to Dismiss for Failure to State a Claim.

### **EMAIL INFORMATION - Secondary Email addresses**

The layout of the Email Information Screen in Maintain Your Account, Maintain Your Email (and users with permission Maintain User Accounts, Edit Person Data) was modified as follows regarding secondary email addresses:

- In the 'Case-specific options' section, a line was added between the default delivery method and the alternative delivery method control.
- The 'Show all cases for this e-mail address' button was moved into the 'Case-specific options' section.
- The 'Should this e-mail address receive notice for all cases in which this individual is a participant?' was moved up so it now is below 'Should this e-mail address receive notices?'



### Configuration options

alphaaty.secondary@example.com

Should this e-mail address receive notices? ☒ Yes ☐ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

### Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

2:12-cv-00301-HGB Griffiths v. Pelican Industrial Cleaning Services - Representing Warren Griffiths  
2:12-cv-00501-JCZ-SS USA v. Lincoln - Representing USA  
2:12-cv-03000-LMA-ALC Lincoln v. Washington - Representing George Washington  
2:12-cv-05005-JCZ-KWR Lincoln v. Washington (Closed on 02/13/2012) - Representing George Washington  
2:12-cv-05006-KDE-KWR Lincoln v. Washington (Closed on 02/13/2012) - Representing George Washington  
2:12-cv-05007-LMA-ALC Lincoln v. Washington - Representing George Washington  
2:12-mc-00701-HGB-DEK United States of America v. Cardinal Growth, L.P. - Representing United States of America  
2:12-md-00008-SRD-JCW Plaintiffs' Liaison Counsel v. Defendants' Liaison Counsel - Representing Plaintiffs' Liaison Counsel

Remove selected cases

Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases

Change selected cases to notice per filing

Show all cases for this e-mail address

(Copy case lists from here)